CONFIDENTIAL

2 8 AUG 1984

25X1

MEMORANDUM FOR: Director of Data Processing

FROM:

Acting Executive Secretary, Honor and Merit Awards Board

25X1

SUBJECT: Certificate of Merit -

25X1

1. I am pleased to note that you have approved award of the Certificate of Merit to _____ in recognition of his exceptional achievements for the Agency. Please inform him of the award, of the security provisions governing it as set forth in the attached memorandum from the Security Advisor, Honor and Merit Awards Board, and advise him that the Protocol Branch, Office of Personnel, will contact him to arrange presentation of the award.

2. We are committed to present awards as soon as possible after their approval. When you have contacted the awardee, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and a telephone number on which the awardee can be reached.

/s/

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Attachments

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ESD/PB _____ (22Aug84)

Distribution:
  O - Addressee
  1 - Addressee (for return to Protocol Branch)
  1 - OPF w/Form 600 and narrative
  2 - ExecSec/HMAB
  1 - DDA

25X1

UNCLASSIFIED when separated
from CONFIDENTIAL attachment

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10 August 1984

25X1   TO:

VIA: Recorder
        Honor and Merit Awards Board

SUBJECT: Security Reminders

        Congratulations from the Office of Security.

        As you are a recipient of an Agency award, the following
security reminders are provided for your assistance:

            ° It is left to your judgment as to who outside
        the Agency may be told of your award. Close friends
25X1   and immediate family are suggested
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            ° Specific details underlying the granting of
        the award shall not be released outside the Agency.
        This, of course, is to protect Agency sources, methods
        and activities. Also, information about the award
        shall not be released directly to the public infor-
        mation media.

        You are cordially invited to address all inquiries of a
        security nature concerning your award to the Board or you may
25X1   wish to contact the undersigned directly on extension

25X1   FOR THE DIRECTOR OF SECURITY:

                                        Security Advisor
                                        Honor and Merit Awards Board

        Original - Addressee
               1 - Exec. Sec HMAB
               1 - ODP
               1 - Subject's File

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                    C O N F I D E N T I A L